

# Conduct Audit Workpaper Report

**Client Name:** Cust2

**Audit No:** CUST0002/AUD/25/00024 - Statutory Audit ICAI Template

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| <b>Workpaper Name:</b>              | 12345  |
| <b>Created By and Date:</b>         | Partner1, 02/08/2025   |
| <b>Workpaper No:</b>                | CUST0002/AUD/25/00024/WP005  |
| <b>Reviewed By and Date:</b>        | ,  |
| <b>Type of Test:</b>                | Examination  |
| <b>Status:</b>                      | Closed   |
| <b>Exceeded Materiality:</b>        | Yes  |
| <b>Auditor Hours Spent:</b>         | 2  |
| <b>Notes/Steps:</b>                 | 124  |
| <b>Deviations/Exceptions Noted:</b> | 1233   |
| <b>Critical Audit Matter(CAM):</b>  | 1312132  |
| <b>Conclusion:</b>                  | 2`12`1   |
| <b>Attachments:</b>                 | 7  |
| <b>Workpaper Name:</b>              | Trade Receivables  |
| <b>Created By and Date:</b>         | Partner1, 31/07/2025   |
| <b>Workpaper No:</b>                | CUST0002/AUD/25/00024/WP004  |
| <b>Reviewed By and Date:</b>        | ,  |
| <b>Type of Test:</b>                | Inquiry, Inspection, Observation   |
| <b>Status:</b>                      | WIP  |
| <b>Exceeded Materiality:</b>        | No   |
| <b>Auditor Hours Spent:</b>         | 2  |
| <b>Notes/Steps:</b>                 | a) Obtained the list of the customers of the Company along with their balances and ageing.<br>b) Obtained the listing of trade receivables classified between disputed and undisputed.<br>c) Obtained the ledger dump of the parties to verify the transactions.<br>d) Identified the parties to whom the direct confirmation is to be sent. |
| <b>Deviations/Exceptions Noted:</b> | Analysis of Trade Receivables has been done according to two basis:<br>(i) Total trade receivables variance analysis<br>(ii) Customer wise trade receivables variance analysis<br>The confirmations from all the parties have been received hence there was no requirement for the checking of the subsequent status.                        |
| <b>Critical Audit Matter(CAM):</b>  | Based on the audit procedures performed and the confirmations received from the parties we have observed the following:<br>1. ....Refer AQM No12, 23 and 34 of Audit Memo  |

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| <b>Conclusion:</b>                  | Based on the audit procedures performed and the confirmations received from the parties we have observed the following:<br>1. ....Refer AQM No12, 23 and 34 of Audit Memo  |
| <b>Attachments:</b>                 | 0  |
| <b>Workpaper Name:</b>              | Share Capital  |
| <b>Created By and Date:</b>         | Admin, 11/07/2025  |
| <b>Workpaper No:</b>                | CUST0002/AUD/25/00024/WP003  |
| <b>Reviewed By and Date:</b>        | Reviewer1, 15/07/2025  |
| <b>Type of Test:</b>                | Inspection, Observation, Inquiry   |
| <b>Status:</b>                      | Closed   |
| <b>Exceeded Materiality:</b>        | NA   |
| <b>Auditor Hours Spent:</b>         | 3  |
| <b>Notes/Steps:</b>                 | <p>Obtained a lead schedule of share capital for the year ended March 31, 2xx3.</p> <p>2. Verified MCA master data records to check the accuracy of authorized and issued share capital.</p> <p>3. Obtained ordinary resolution at Extraordinary General Meeting with respect to increase in authorized share capital.</p> <p>4. Obtained the list of shareholders as on March 31, 2xx3.</p> <p>5. Obtained list of promoter shareholders as on March 31, 2xx3.</p> <p>6. Obtained share valuation report and assumptions verified thereof.</p> <p>7. Obtain a list and copies of share certificates in respect to which shares issued during the year ended March 31, 20x3.</p> <p>8. Circulated and received direct external confirmation from the shareholders.</p> <p>9. Reviewed presentation and disclosures in the schedule of Balance Sheet and Notes to Accounts of the financial statement drafts provided by the company.</p> |
| <b>Deviations/Exceptions Noted:</b> | Deviations observed while reviewing the disclosures in the schedule of Balance Sheet. Some exceptions observed in Notes to Accounts of the financial statements.   |
| <b>Critical Audit Matter(CAM):</b>  | Deviations observed while reviewing the disclosures in the schedule of Balance Sheet. Some exceptions observed in Notes to Accounts of the financial statements.   |
| <b>Conclusion:</b>                  | Deviations observed while reviewing the disclosures in the schedule of Balance Sheet. Some exceptions observed in Notes to Accounts of the financial statements.   |
| <b>Attachments:</b>                 | 0  |
| <b>Workpaper Name:</b>              | Other Financial Assets   |
| <b>Created By and Date:</b>         | Admin, 07/07/2025  |
| <b>Workpaper No:</b>                | CUST0002/AUD/25/00024/WP002  |
| <b>Reviewed By and Date:</b>        | Reviewer1, 15/07/2025  |

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| <b>Type of Test:</b>                | Examination, Inquiry  |
| <b>Status:</b>                      | Closed  |
| <b>Exceeded Materiality:</b>        | No  |
| <b>Auditor Hours Spent:</b>         | 2   |
| <b>Notes/Steps:</b>                 | a) Fixed Deposits with banks with maturity of 12 months and b) Others<br>Procedures done:<br>1) Verified FD movement chart along with interest working.<br>2) Obtained and verified FD copies and bank confirmations.<br>3) Obtained list of other financial assets like security deposits etc.   |
| <b>Deviations/Exceptions Noted:</b> | All papers are in order and matching with financial statements lead schedule.   |
| <b>Critical Audit Matter(CAM):</b>  | On the basis of audit procedure, we reach to a conclusion that nothing adverse was observed for auditors to write any significant observation.  |
| <b>Conclusion:</b>                  | On the basis of audit procedure, we reach to a conclusion that nothing adverse was observed for auditors to write any significant observation.  |
| <b>Attachments:</b>                 | 0   |
| <b>Workpaper Name:</b>              | Cash and Bank   |
| <b>Created By and Date:</b>         | Admin, 06/07/2025   |
| <b>Workpaper No:</b>                | CUST0002/AUD/25/00024/WP001   |
| <b>Reviewed By and Date:</b>        | Reviewer1, 15/07/2025   |
| <b>Type of Test:</b>                | Examination, Inquiry  |
| <b>Status:</b>                      | WIP   |
| <b>Exceeded Materiality:</b>        | No  |
| <b>Auditor Hours Spent:</b>         | 2   |
| <b>Notes/Steps:</b>                 | a) Obtained the Bank statements of the company on a random basis and specially for the ones of year end.<br>b) Gained an understanding on how bank payments are made by the organization.<br>c) Obtained bank reconciliations for the months of January, 20XX and March, 20XX.<br>d) Obtained Fixed deposit certificate and Interest on FD working at year end.<br>B) Variance Analysis<br>C) Cash Verification<br>D)Balance Confirmation<br>E) Reconciliation<br>F)Interest on Deposit |
| <b>Deviations/Exceptions Noted:</b> | On the basis of audit procedure, we reach to a conclusion that nothing adverse was observed for auditors to write any significant observation.  |
| <b>Critical Audit Matter(CAM):</b>  | While checking the long pending reconciliation item along with  |

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| <b>Critical Audit Matter(CAM):</b> | the subsequent clearance status, observed some issues.  |
| <b>Conclusion:</b>                 | While checking the long pending reconciliation item along with the subsequent clearance status, observed some issues. |
| <b>Attachments:</b>                | 0   |
|                                    |   |